

## **Fleet & Facility Support Coordinator**

### **General Definition of Work:**

Performs intermediate skilled support work performing a variety of office, administrative, and/or technical tasks relating to the delivery of building maintenance and care and fleet maintenance services for the Human Services Department. Work is performed under regular supervision.

**FLSA:** Non-Exempt

### **Essential Functions/Typical Tasks:**

- **Manages Agency's car fleet, which includes monitoring and tracking maintenance, fuel usage, CCTS pre and post trip vehicle inspections, automotive supply spending, reservation calendar, and the issuance of gas card PIN numbers.**
- **Schedules vehicle/tire maintenance and repair which includes vehicle recalls for Human Services fleet and Cabarrus County Transportation Services (CCTS) fleet; maintains CCTS vehicles in accordance with NC state public transportation requirements.**
- **Drives County vehicles to/from service locations; drives County vehicles to car wash at least once per month and sooner if needed.**
- **Gathers and enters mechanical records data into the Asset Works state system for CCTS vehicle.**
- **Maintains maintenance books on each CCTS vehicle per State System Plan (SSP).**
- **Coordinates building maintenance and service needs with Infrastructure & Asset Management (IAM) and Information & Technology Services (ITS); submits and tracks work order requests and serves as point-of-contact for work orders.**
- **Visualizes the parking lot at least once per day to ensure vehicles are parked in correct location and there is no damage or mechanical issues.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

### **Typical Tasks:**

- Enters, issues, and deletes access PIN numbers for the Linear Access system (fleet parking area access).
- Issues, monitors, and tracks agency offices, desks, and file cabinet keys
- Performs courier duties for Department of Human Services as needed.
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures.
- Collects and prepares data for records and reports.
- Compiles and generates routine reports (trends in car usage, car wash schedule, oil changes, other maintenance, mileage, etc.)
- Maintains records and files and generates routine reports.
- Makes mathematical calculations.
- Repairs minor office equipment and furniture such as chairs, file cabinets, and file boxes etc.
- Makes minor vehicle repairs as needed (ex. fuse/bulb replacement, jumps vehicle batteries)
- Escorts vendors through DHS building, (Shred-It, break room deliveries, etc.)
- Meets with supervisor at least weekly or more frequently as needed to review maintenance reports and other agency tasks.
- Operates standard office and computer equipment.
- Reports safety hazards to Infrastructure & Asset Management, DHS Director and Assistant Director. Corrects minor hazards.
- Performs related tasks as required, including emergency shelter operations.

### **Knowledge, Skills and Abilities:**

Significant knowledge of office or work unit procedures, methods and practices; of NC public transportation vehicle maintenance standards; of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials; of accounting procedures, mathematics and their application in the work environment. General knowledge of the department programs and functions of county Government. Working knowledge of office equipment, computers, and applicable software applications. Ability to apply a variety of work-related formulas or mathematical calculations; to learn office process and procedures and apply this knowledge in problem-solving and responding to questions and inquiries; to type accurately at a reasonable

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rate of speed; to use judgment in coordinating and carrying out office procedures and workflow; to record, compile, summarize and perform basic analysis of data; to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature; to establish and maintain effective working relationships with associates and the general public; to communicate effectively orally and in writing; ability to follow oral and written instructions; to attend work regularly; and to maintain confidentiality

**Education and Experience:**

Requires graduation from high school and demonstrated possession of knowledge, skills and abilities gained through considerable experience in office support and coordination work. An equivalent combination of education and experience may be considered. Working knowledge of Excel is preferred.

**Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and may require some medium work involving the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Requires possession of an appropriate driver's license valid in the State of North Carolina. Position may be a safety-sensitive position as defined by the Drug Free Workplace Policy.

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